

**ADMINISTRATIVE - INTERNAL USE ONLY**

PERS 79-3750

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DD/A Registry

EXCOM 70-79

79-2222

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79-696/2

5 JUL 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Experimental Flexible and Compressed Work Schedules

1. Action Requested: This memorandum contains a recommendation for your approval in paragraph 4.

2. Background: The Federal Employees Flexible and Compressed Work Schedules Act of 1978 (Public Law 95-390) authorized a three-year period of experimentation with flexible and compressed work schedules for employees in the Executive Branch. The purpose of the experimentation is to determine the impact these alternatives to traditional work schedules may have on the efficiency of governmental operations, service to the public, mass transit facilities, energy consumption, increased job opportunities and the quality of life. These programs will, after the period of experimentation, be evaluated and a determination made concerning their effectiveness and the desirability of permanently maintaining flexible or compressed work schedules within the Executive Branch.

3. Staff Position: Participation in the general Government-wide program under Public Law 95-390 is discretionary with Executive Branch agencies, but those agencies volunteering to participate become subject to oversight by the Office of Personnel Management (OPM) and obligated to follow the regulations, guidelines, and reporting requirements levied by OPM. These reporting requirements will include certain data about the component work force, their nature, functions, and activities of the experimental group, their geographical locations, and the outcome of their experiments. Participation by CIA in the OPM sponsored experimental programs is essentially precluded because of the risk of disclosure of sensitive security information. Independent experiments, however, patterned along the lines of the OPM program, can be undertaken by CIA under the DCI's own statutory authority. Such internal experiments with flexible and/or compressed work schedules would be administered within the framework of the 40-hour workweek and in accord with the premium and overtime pay policies as contained in current Agency regulations (HR [REDACTED])

The Flexible and Compressed Work Schedules have been authorized previously within the Agency on a very limited experimental basis. The Information Systems Analysis Staff and the Office of Logistics in the

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Directorate for Administration have experimented with flexible schedules where the employees, within constraints set by the Agency, vary the time at which they report for duty and depart from work each day. More recently the Office of Data Processing was authorized to experiment with a compressed work schedule where full-time employees are authorized to work 40 hours in less than 5 days. Although these internal programs have not been fully evaluated, progress thus far and the extensive experience with flexible and compressed work schedules in the private sector indicates that in some circumstances and types of activities substantial benefits can be gained by the organization and the workers. The experimental programs in the public and private sectors have shown that the use of such schedules has resulted in substantial benefits to the Government and to the public in such areas as increased productivity, increased opportunity for citizens' access to Government agencies, and increased transportation efficiency, especially via improved utilization of public transportation and car pools. Also, virtually every study of alternative work schedules points to great improvements in the morale of employees who are on them, since under these schedules employees gain added control over their lives and can accommodate many personal appointments without using leave.

4. Recommendations: It is recommended that:

a. You approve expansion, on an Agency-wide basis, of experimental programs of flexible and compressed work schedules as set forth in the attached Headquarters Notice. This program is similar to but separate from the program administered by OPM.

b. You sign the attached memorandum to the Deputy Directors advising them of the Agency-wide program and transmitting an advance copy of the Headquarters Notice.

STATINTL



Tom I. Wortman

Attachments

Recommendation a: ☒ APPROVED ☐ DISAPPROVED

Recommendation b: ☒ APPROVED ☐ DISAPPROVED



Deputy Director of Central Intelligence

17 JUL 1979

Date

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SUBJECT: Experimental Flexible and Compressed Work Schedules

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79-22221

Executive Registry

79-69613

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM : Frank C. Carlucci  
Deputy Director of Central Intelligence

SUBJECT : Experimental Flexible and Compressed Work  
Schedules

1. Flexible and compressed work schedules have been previously authorized within the Agency on a very limited experimental basis. I have now authorized the expansion of the experimental programs of flexible and compressed work schedules on an Agency-wide basis, similar to but separate from the program administered by the Office of Personnel Management. The policy and guidelines for implementing this program throughout the Agency are contained in the attached Headquarters Notice which is forwarded herewith for your information prior to publication.

2. The use of flexible and compressed work schedule experimental programs within the Agency and in the public and private sectors indicates that such programs offer potential benefits in many work environments. I encourage you to conduct experiments with flexible and compressed work schedules where the application is expected to benefit both the Agency and its employees.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachment

cc: AO/DCI

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Harry E. Fitzwater

ORIGINATOR:

Director of Personnel

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JUN 1979

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